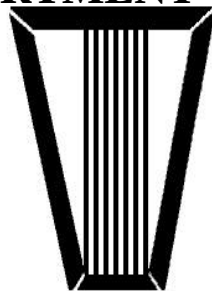


AMENDMENT

Amended to change the Area of Consideration and to extend the Closing Date

U.S. DEPARTMENT OF ENERGY



Announcement No.: ETR 98-ES-10-

024A

SENIOR EXECUTIVE SERVICE Employment Opportunity

Mail Distribution Code: 2, 3, 4, 5, 7, 8

Issue Date: April 27, 1998

Closing Date: June 10, 1998

Area of Consideration:

Government-Wide__

Nation-Wide All Sources X

POSITION: Director, Office of Quality Management
ES-340

ORGANIZATION LOCATION: Office of Human Resources and
Administration, Office of Quality Management

SALARY RANGE: \$106,412 - \$125,900 per annum

GEOGRAPHIC LOCATION: Washington, DC

ALL POSITIONS ARE SUBJECT TO THE DEPARTMENT OF ENERGY'S DRUG FREE WORKPLACE PROGRAM

DUTIES AND RESPONSIBILITIES: The Director, Office of Quality Management directs a staff of professional and support persons in developing and carrying out the Department's quality initiative strategy, including a process for assessing the qualitative and quantitative achievement of goals and objectives. The incumbent promotes and stimulates quality awareness among Department of Energy's (DOE) employees at all levels of responsibilities. This includes providing leadership and coordinating activities designed to achieve an organizational culture that emphasizes excellence; continuous process improvement, customer identification, service quality, and statistical and analytical measurements. The Director, Office of Quality Management develop plans and policies relating to the implementation of the total quality management process throughout the department. Establishes program emphasis and goals, and issues pertinent directives, guidelines, and instructions. Identifies and is responsible for the Agency's quality management education and training requirements. Facilitates and provides technical advice and staff support to the Department's Leadership Group and Quality Council. Represents the department in meetings, conferences, and public appearance related to total quality management.

QUALIFICATION REQUIREMENTS: To be eligible for consideration, applicants must meet all of the following five Executive Core Qualifications which are defined on the back of this announcement:

- (1) Leading Change
- (2) Leading People
- (3) Results Driven
- (4) Business Acumen
- (5) Building Coalitions/Communication

In addition, applicants must possess the following Technical Qualifications:

- (1) Knowledge of Federal quality management process and procedures.
- (2) Experience in managing a quality management organization.
- (3) Demonstrated leadership experience in organizing and motivating a staff to produce results.
- (4) Demonstrated experience in applying innovative thinking to strategic planning and reengineering business process.
- (5) Demonstrated experience in developing customer service strategies..

METHODS: Applicants will be rated and ranked by a Merit Staffing Committee using only the information submitted for consideration. Failure to document demonstrated experience, training, or education in support of the required qualification requirements will adversely affect an applicant's chance for further consideration. The committee will rate and rank each applicant based onto criteria identified in the qualification requirements and refer the top applicants to the selecting official. The selecting official will consider the applicants referred based on the information provided and/or personal interview.

TO APPLY: All applicants may choose to submit an original and three copies of any of the following documents: Optional Application for Federal Employment Form (OF-612; (2) resume; SF 171 (Application for Federal Employment), or any written format of your choice. Regardless of document chosen, it must contain the following information: announcement number, full name, address, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held, education, work experience, and other job related information pertinent to the position for which applying. In addition, applicants must submit the following information: (1) Supplemental statement addressing each of the qualification requirements listed above, and (2) a current performance appraisal (optional). Applications should be sent to the Department of Energy, Executive Resources Division, Room 4E-084, 1000 Independence Avenue, SW, Washington, D.C. 20585, For further information contact Tanja Doy-Rambert at (202) 586-8450. ATTENTION: 98-ES-10-024. Application materials **must be postmarked by the closing date of this announcement**. All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps.

YOU CAN HAVE VACANCY ANNOUNCEMENTS SENT TO YOU VIA FAX BY CALLING (202) 586-1705.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

DOE F 3305.1 (03-96) All Other Editions Are Obsolete